



Vice President(s)

POSITION DESCRIPTION

The Vice Presidents are elected at the P&C Association's Annual General Meeting (AGM). Wallsend South Public School P&C Association has two Vice President positions:

1. Vice President (Canteen)
2. Vice President (Uniform Shop)

Specific Duties

The Vice Presidents are responsible for providing support to the President in his or her role, and shall fill in for the President in his or her absence, including:

- Chair meetings or parts of meetings under the direction of the President;
- Chair meetings in the absence of the President;
- Signatory on bank accounts;
- Represent the President if the President is not available.

Each Vice President will take on the responsibility of leading one sub-committee (either Canteen or Uniform Shop).

At the AGM, the Vice Presidents will be elected to a specific sub-committee and will act as Convenor and Representative of the Treasurer to that Sub-Committee for the duration of the year following the AGM.

Vice President Uniform Shop

The Vice President - Uniform Shop will be responsible for:

- Successful operation of the Uniform Shop, including pricing, maintaining stock levels, stock-taking, record keeping, banking, payment of accounts and reporting.
- Scheduling and ensuring successful functioning of Uniform Shop Sub-Committee meetings
- Supporting volunteers and ensuring all new volunteers are made to feel welcome
- Consistent adherence to the Uniform Shop Sub-Committee Rules
- Ongoing review of the Uniform Shop Sub-Committee Rules and other procedures to ensure they remain relevant and consistent with best practice.

Vice President Canteen

The Vice President - Canteen will be responsible for:

- Successful operation of the Canteen, including management of staff, pricing, stock-taking, record keeping, banking, payment of accounts and reporting.
- Scheduling and ensuring successful functioning of Canteen Sub-Committee meetings
- Supporting employees and ensuring all statutory obligations are met in relation to wages, conditions of employment, payment of taxes, superannuation and workers comp insurance.
- Supporting volunteers and ensuring all new volunteers are made to feel welcome
- Consistent adherence to the Canteen Sub-Committee Rules
- Ongoing review of the Canteen Sub-Committee Rules and ongoing procedures to ensure they remain relevant and consistent with best practice.

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